

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date:
Classification: Air Pollution Specialist	Position #: 673-110-3887-009
Division/Office: Executive Office	CBID:
Section: Office of Environmental Justice, Tribal Affairs, and Border Relations	
Supervisor Name: Ambreen Afshan	Supervisor Classification: ARS I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

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Total number of positions in Section/Branch/Office for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position LEADS:

**MISSION OF SECTION:** The Office of Environmental Justice, Tribal Affairs, and Border Relations (OEJTB) is committed to advancing racial equity and environmental justice as a fundamental part of all CARB does, including programs that reduce exposure to pollutants and improve the quality of life in California communities facing environmental and economic challenges. OEJTB is committed to prioritizing environmental justice in everything that CARB does. This is supported by engaging with community members to provide them with the best possible information about the air they breathe and working with them to improve air quality in their communities.

**CONCEPT OF POSITION:** Under the supervision of the Manager of OEJTB, the Air Pollution Specialist will provide strategic direction to address environmental justice and advance racial equity at CARB. The Air Pollution Specialist will help implement CARB Board Resolution 20-33: A Commitment to Racial Equity and Social Justice, which may include developing racial equity guidance documents to help inform CARB's approach to racial equity, conducting racial equity and environmental justice trainings and community engagement work.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30%	Racial equity assessment and implementation, including working with the OEJTB manager and staff to develop and create qualitative and quantitative tools to assess racial equity; analyze policies and regulations with an equity lens; develop racial equity guidance documents to shape CARB's approach to equity; participating and coordinating interdivision internal equity efforts at CARB; when requested, represent OEJTB on internal and external equity efforts around workplace diversity at CARB; designing guidance on community listening sessions, participate in Government Alliance on Race and Equity (GARE), CalEPA Equity Workgroups, and other interagency efforts, as requested by OEJTB manager.
30%	Develops capacity-building trainings and opportunities with other OEJTB staff to support CARB's divisions' efforts to incorporate and advance racial equity; serves as one of the subject matter experts in OEJTB to CARB divisions on racial equity and provide consultation and review of documents, policies, plans, programs, and regulations with EJ and equity lens.
15%	Develops and maintains relationships with EJ stakeholders on EJ issues at CARB; be a resource to external EJ stakeholders and help them navigate technical processes; create and strengthen communication between external EJ stakeholders and ARB program staff; communicate effectively with external EJ stakeholders; as requested participates in priority meeting

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	with EJ representatives and ARB staff on EJ priorities, programs, and other EJ related issues.
15%	Attends the Board meetings, public meetings as it relates to EJ and Equity, including workshops and in-person meetings. Attend and participate in community meetings and workshops related to Equity and EJ issues. Prepares reports to the Board on the progress of the developments of policies and guidance on environmental programs, racial equity, partnership building, and community engagement.
10%	Other duties as requested by OEJTB manager.